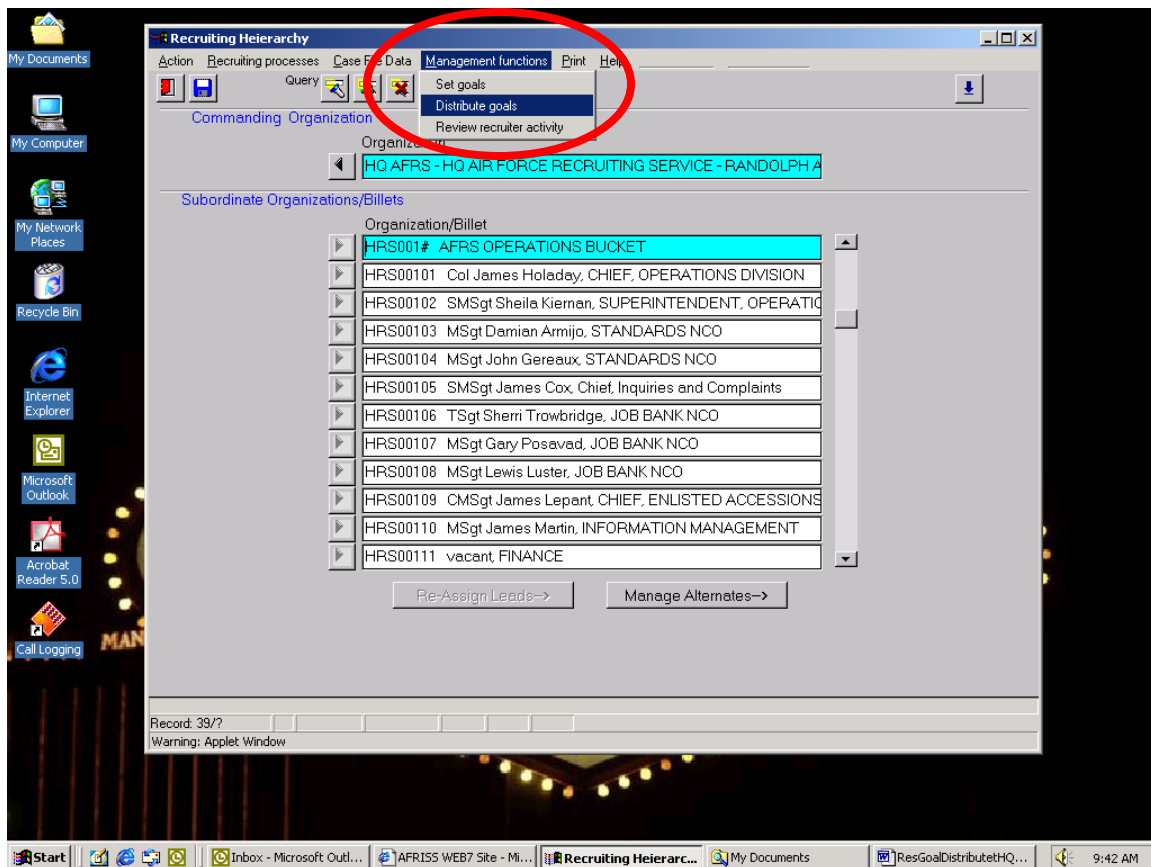


LEVEL: GROUP

PROCESS 1: DISTRIBUTE EAD GOALS

STEP: 1

1. Under the Group Operations responsibility
2. Select Management Functions
3. Select Distribute Goals



LEVEL: GROUP

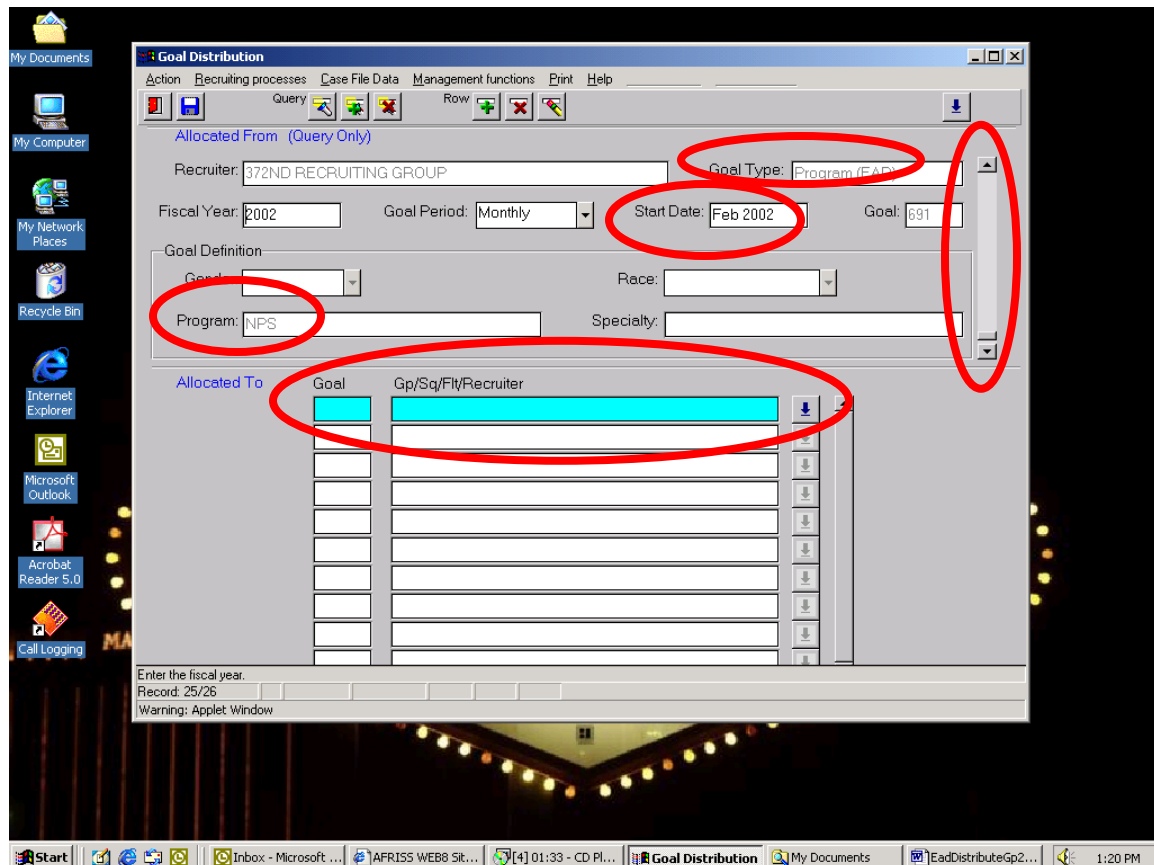
PROCESS: DISTRIBUTE EAD GOALS

STEP: 2

4. Under Allocated From, use the right scroll bar and go to the specific goal that was distributed to you by the HQ and that you wish to distribute to your Squadrons.
5. Under Allocated To, open the drop down to see your Squadrons – Step 2a
6. Select one and after it fills in the Gp/Sq/Flt/Ric field, type in their goal – Step 2b
7. Return to Allocated To and open the next drop down to see the remaining Squadrons – Step2c
8. Select the next Squadron and after it fills in the Gp/Sq/Flt/Ric field, type in their goal – Step 2d
9. Repeat 4 and 5 from above to complete the remaining Squadrons then save the record by clicking the blue disk icon along the top tool bar – Step 2e

NOTE: Goal Quantities can be adjusted and resaved at any time.

**Program will now not read “NPS” instead it will read “Enlisted Programs”.**



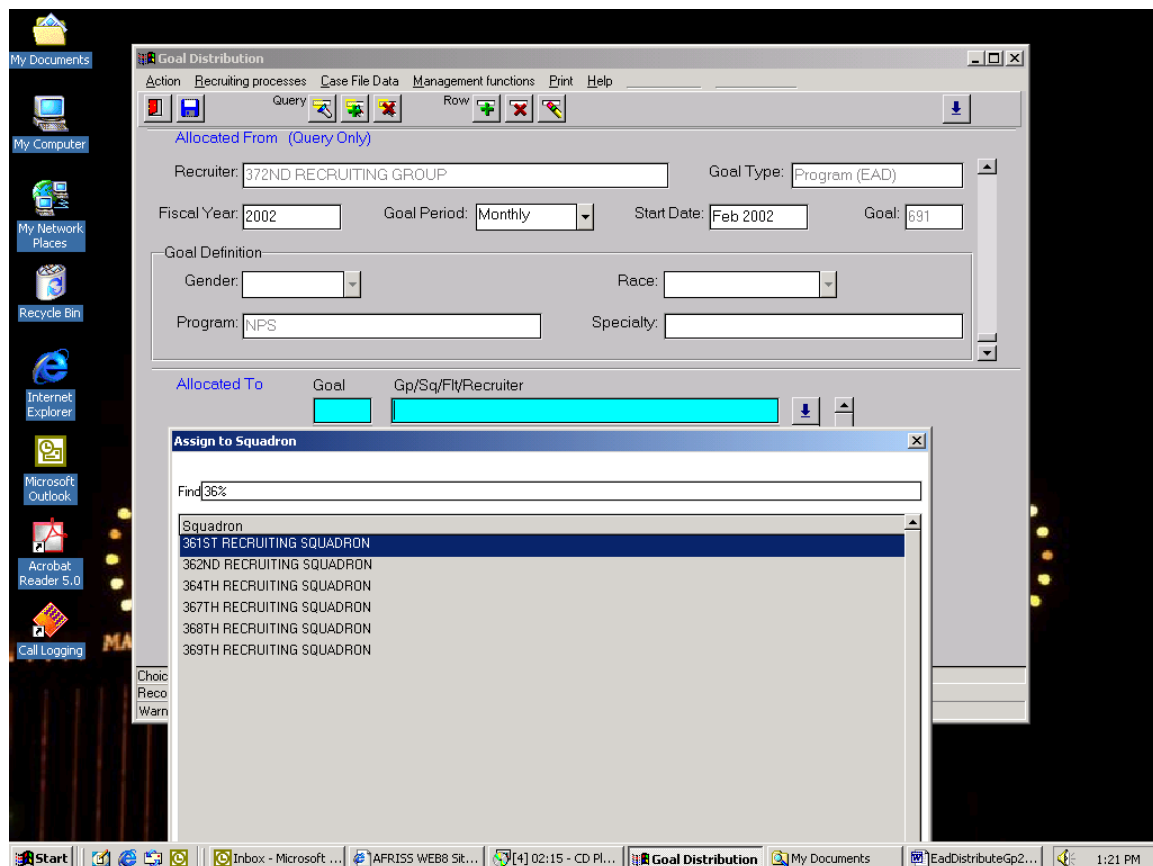
LEVEL: GROUP

PROCESS: DISTRIBUTE EAD GOALS

STEP: 2a

10. Under Allocated From, use the right scroll bar and go to the specific goal that was distributed to you by the HQ and that you wish to distribute to your Squadrons.
11. Under Allocated To, open the drop down to see your Squadrons – Step 2a
12. Select one and after it fills in the Gp/Sq/Flt/Ric field, type in their goal – Step 2b
13. Return to Allocated To and open the next drop down to see the remaining Squadrons – Step 2c
14. Select the next Squadron and after it fills in the Gp/Sq/Flt/Ric field, type in their goal – Step 2d
15. Repeat 4 and 5 from above to complete the remaining Squadrons then save the record by clicking the blue disk icon along the top tool bar – Step 2e

NOTE: Goal Quantities can be adjusted and resaved at any time.



LEVEL: GROUP

PROCESS: DISTRIBUTE EAD GOALS

STEP: 2b

16. Under Allocated From, use the right scroll bar and go to the specific goal that was distributed to you by the HQ and that you wish to distribute to your Squadrons.
17. Under Allocated To, open the drop down to see your Squadrons – Step 2a
18. Select one and after it fills in the Gp/Sq/Flt/Ric field, type in their goal – Step 2b
19. Return to Allocated To and open the next drop down to see the remaining Squadrons – Step 2c
20. Select the next Squadron and after it fills in the Gp/Sq/Flt/Ric field, type in their goal – Step 2d
21. Repeat 4 and 5 from above to complete the remaining Squadrons then save the record by clicking the blue disk icon along the top tool bar – Step 2e

NOTE: Goal Quantities can be adjusted and resaved at any time.

**Goal Distribution**

Action Recruiting processes Case File Data Management functions Print Help

Query Row

**Allocated From (Query Only)**

Recruiter: 372ND RECRUITING GROUP Goal Type: Program (EAD)

Fiscal Year: 2002 Goal Period: Monthly Start Date: Feb 2002 Goal: 691

**Goal Definition**

Gender: Race: Program: NPS Specialty:

**Allocated To**

| Goal | Gp/Sq/Flt/Recruiter       |
|------|---------------------------|
| 101  | 361ST RECRUITING SQUADRON |
|      |                           |
|      |                           |
|      |                           |
|      |                           |
|      |                           |
|      |                           |
|      |                           |
|      |                           |
|      |                           |

Enter the goal.  
Record: 1/1  
Warning: Applet Window

Start | Internet Explorer | Microsoft Outlook | Acrobat Reader 5.0 | Call Logging | MA | AFRISS WEB8 Sit... | [S] 00:02 - CD Pl... | Goal Distribution | My Documents | EadDistributeGp2... | 1:21 PM

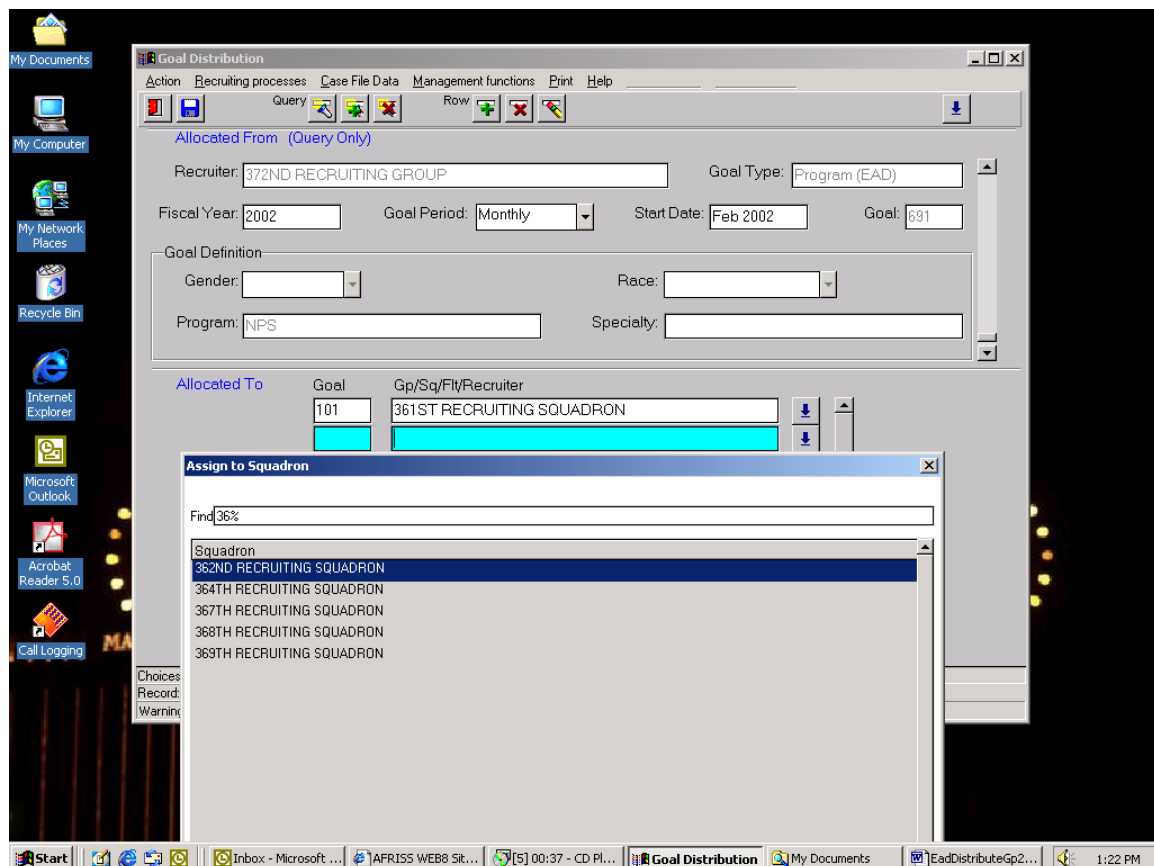
LEVEL: GROUP

PROCESS: DISTRIBUTE EAD GOALS

STEP: 2c

22. Under Allocated From, use the right scroll bar and go to the specific goal that was distributed to you by the HQ and that you wish to distribute to your Squadrons.
23. Under Allocated To, open the drop down to see your Squadrons – Step 2a
24. Select one and after it fills in the Gp/Sq/Flt/Ric field, type in their goal – Step 2b
25. Return to Allocated To and open the next drop down to see the remaining Squadrons – Step 2c
26. Select the next Squadron and after it fills in the Gp/Sq/Flt/Ric field, type in their goal – Step 2d
27. Repeat 4 and 5 from above to complete the remaining Squadrons then save the record by clicking the blue disk icon along the top tool bar – Step 2e

NOTE: Goal Quantities can be adjusted and resaved at any time.

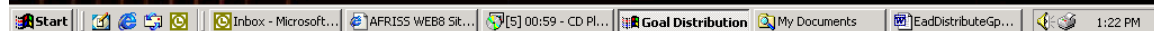


LEVEL: GROUP

PROCESS: DISTRIBUTE EAD GOALS

STEP: 2d

- NOTE: Goal Quantities can be adjusted and resaved at any time.



LEVEL: GROUP

PROCESS: DISTRIBUTE EAD GOALS

STEP: 2e

34. Under Allocated From, use the right scroll bar and go to the specific goal that was distributed to you by the HQ and that you wish to distribute to your Squadrons.
35. Under Allocated To, open the drop down to see your Squadrons – Step 2a
36. Select one and after it fills in the Gp/Sq/Flt/Ric field, type in their goal – Step 2b
37. Return to Allocated To and open the next drop down to see the remaining Squadrons – Step 2c
38. Select the next Squadron and after it fills in the Gp/Sq/Flt/Ric field, type in their goal – Step 2d
39. Repeat 4 and 5 from above to complete the remaining Squadrons then save the record by clicking the blue disk icon along the top tool bar – Step 2e

NOTE: Goal Quantities can be adjusted and resaved at any time.

The screenshot shows the 'Goal Distribution' application window. The 'Allocated From' section is set to '372ND RECRUITING GROUP' with a goal type of 'Program (EAD)'. The 'Allocated To' section contains a table with the following data:

| Goal | Gp/Sq/Flt/Recruiter       |
|------|---------------------------|
| 101  | 361ST RECRUITING SQUADRON |
| 109  | 362ND RECRUITING SQUADRON |
| 149  | 364TH RECRUITING SQUADRON |
| 116  | 367TH RECRUITING SQUADRON |
| 79   | 368TH RECRUITING SQUADRON |
| 137  | 369TH RECRUITING SQUADRON |
|      |                           |
|      |                           |
|      |                           |
|      |                           |

The status bar at the bottom indicates 'Changes applied and saved.', 'Record: 0/6', and a 'Warning: Applet Window'.